

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-29
☐ NOTICE

ISSUE DATE: 12/21/2005
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: W-2 Contract Agencies

From: Bill Clingan /s/
Division Administrator

RE: Expenditure/Participant Service Level Plan

PURPOSE:

The purpose of this Administrator's Memo is to issue the form and instructions for the detailed Expenditure and Participant Service Level Plan as required in the 2006-2009 W-2 and Related Programs Request For Proposal (RFP) and Recontracting Instructions.

BACKGROUND:

By transitioning from a two (2) year contract to a four (4) year contract to promote stability, the Department of Workforce Development, Division of Workforce Solutions (DWS) has also committed to rigorous program oversight. This will be accomplished through a continuous review of program and financial performance including an annual in-depth review.

As referenced in Part 2 Section 3 of the W-2 RFP, W-2 Contract Agencies must plan for expenditures and participant services for the first two years of the contract.

The W-2 RFP and Recontracting Instructions, Part Two, Section Three 1.2 Expenditure/Participant Service Level Plan states that "W-2 Agencies selected for the next contract period will be required to submit an Expenditure and Participant Service Level Plan for the twenty-four (24) month period of the contract to their Contract Manager by January 31, 2006.

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

This Administrator's Memo provides the form and instructions to meet this requirement.

The form must also be completed for the second two years of the contract period, and that submittal will be due January 1, 2008.

The form asks for planned costs by month for the total program costs, including subcontractor costs and costs to further the program that are paid for out of other funding sources, and for planned monthly caseload information.

POLICY:

W-2 Contract Agencies selected for the next contract period will be required to submit an Expenditure and Participant Service Level Plan for the twenty-four (24) month period of the contract to their Contract Manager by January 31, 2006. A second submittal for the second two years of the contract will be due to the Contract Manager by January 1, 2008.

Where there are significant changes to the contract that require a contract Plan Modification be done under 11.5 of the W-2 Contract, this form must also be updated and submitted with the Plan Modification.

ACTION SUMMARY STATEMENT:

W-2 Contract Agencies must complete the attached form and submit it to their Contract Manager by January 31, 2006.

CONTACT:

For questions on completing the financial portions of this form, contact Mark Macke (608) 266-5309, E-mail: mark.macke@dwd.state.wi.us. For questions on completing the participant service level portion of this form contact Janice Peters at (608) 266-7456, E-mail: Janice.Peters@dwd.state.wi.us.

Attachment(s):

Expenditure/Participant Service Level Plan Table
Expenditure/Participant Service Level Plan Table Instructions

cc: